

EMPLOYMENT OPPORTUNITY

20 East Sixth Street • Tempe, Arizona 85281 • 480/350-8276 • TDD 480/350-8400
<http://www.tempe.gov>

Committed to Equal Opportunity and Reasonable Accommodation



REVISED

FIRE CHIEF (Fire Department) Recruitment Code #: 300262

OPENING DATE: February 4, 2010

CLOSING DATE: March 22, 2010

ANNUAL SALARY RANGE

\$126,264 - \$170,457

Negotiable Upon Offer

This position is FLSA Exempt - ineligible for overtime compensation and/or compensatory time.

This position is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.

Per the City of Tempe's Personnel Rules and Regulations, Rule 3, Section 301.B, this position requires that the successful candidate be a resident of the City of Tempe within a time period after their appointment date designated by the City Council or the City Manager, respectively.

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree from an accredited college or university with major course work in fire science, fire management, public administration, or a closely related field.

Work Experience:

Eight years of increasingly responsible command and supervisory experience in an organized fire department, including three years of management responsibility at the Fire Deputy Chief (battalion chief level) or higher.

APPLICANT REQUIREMENT

Applicants are required to submit a cover letter, resume (including an e-mail address), and the attached supplemental questionnaire. Passing an FBI background investigation is required. If requesting veteran's preference, the appropriate DD214 must be attached at the time of application.

POSITION INFORMATION

To actively support and uphold the City's stated mission, vision, and values. To provide administrative leadership and direction for the Fire Department; to prepare the Department for future development and the community's needs through appropriate new technologies, performance standards, procedures and processes to operate at a level of peak effectiveness to ensure safety and efficiency.

REPRESENTATIVE DUTIES

(For the complete job description go to: <http://www.tempe.gov/jims/>)

- Advise the City Manager, Mayor, City Council, and the community on matters of fire prevention and suppression, fire and life safety education, emergency medical services, hazardous materials mitigation, disaster risk reduction and response and technical rescue.
- Plan for the maintenance and development of the Department as a key service provider in impacting the quality of life for people in the Community through long range plans goals and objectives, strong budget management and on going management reports.
- Respond to emergencies as appropriate to evaluate service delivery and provide support.
- Direct City disaster preparedness and response plans and activities.
- Represent the City in appropriate local, regional, state and federal activities related to Department and City operations and welfare.
- Manage the preparation of agenda items for the City Council, and other committees.
- Provide leadership and direction in planning and prioritizing tasks, strategic planning initiatives.
- Lead the City Manager's initiative to provide focused learning experiences and resources to improve performance and maximize leadership in the workplace.
- Administer and direct comprehensive programs; formulate and recommend policies, regulations and practices for carrying out programs; consult with and advise the City staff to coordinate the various phases of the policies, practices, ordinances and resolutions.
- Direct and participate in meetings with vendors, contractors, and consultants regarding the administration of work and/or contracts.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Confer, advise and/or direct division heads on problems relating to activities within their division.
- Facilitate the resolution of employee relation issues as well as represent the City in matters of concern to associations representing City employees.
- Advise and assist the City Manager, department management, and employees in a variety of work related matters including the interpretation and application of policies and processes.
- Direct, oversee and participate in the development of the department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Coordinate activities with those of other City departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
- Make presentations before the City Council and other boards, commissions and community organizations.
- Supervise and participate in the development and administration of the department budget; direct the forecast of additional or reduced funds required for staffing, equipment materials, and supplies; monitor and approve expenditures; and implement midyear adjustments.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

- Maintain a cooperative and collaborative relationship with Department membership and the labor/management process with the leadership and membership of Local 493 of the International Association of Firefighters.
- Maintain an active presence, while emphasizing sensitivity and appreciation of both political and public processes while displaying a willingness to meet with the community, business, professional and labor groups in an open, honest and constructive manner.
- Have a strong commitment to and value diversity in the Department and the City.
- Perform related duties as assigned.

SELECTION CRITERIA

Applicants whose experience and training most closely suit the needs of the City may be selected for further testing/interviews. Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued City employment.

LDT/tlm

Candidate Supplemental Questionnaire

Please submit a completed Candidate Supplemental Questionnaire form along with your cover letter (with salary requirement) and resume. Failure to do so could disqualify you from further consideration in the selection process. Please also include an e-mail address.

PART I: EXPERIENCE OVERVIEW

Highlight all your professional work experience in the sections provided below. Use one row per position held. For example, if you have held four positions use four rows even if three positions were with the same employer.

Business Name / Location / Employment Dates	Number of Regular / Permanent Employees		Your Job Title	Highest Number Direct Reports	Describe Position's Primary Purpose or Function
	Entire Organization	Department/ Division			
<i>Example: Wide World of Widgets Sarasota, FL (08/05 – Present)</i>	800	15	<i>Benefits Manager</i>	7	❖ <i>Oversaw company's benefits, retirement, and FMLA programs</i>
					❖
					❖
					❖
					❖
					❖
					❖
					❖

FIRE CHIEF
Candidate Supplemental Questionnaire

PART II: EXPERIENCE IN SPECIFIC AREAS

Each question focuses on a particular area of responsibility associated with our Fire Chief position. This section is designed to allow you an opportunity to expand upon your professional experience as it relates to each of these vital areas. Since this is part of the selection process, it is to your advantage to fully and accurately provide the information requested.

DIRECTIONS:

Each answer should be typed and doubled spaced.

Along with each response, please include the following when discussing your experience:

- **Your employer(s) name**
- **Your job title(s) at the time**
- **Percentage of time spent performing those respective duties.**

1. Describe your professional experience in the public sector area.
2. Describe your level of work experience in fire service management, EMT/paramedic services and special operations, including the number of years.
3. Describe your experience partnering with other fire jurisdictions or related services in order to accomplish a common goal, project or system.
4. Describe your expertise and education in fire science, firefighting technology and techniques, emergency medical technology, or other similar areas that indicate your level of proficiency and knowledge.
5. Describe your experience in employee development and training of employees.
6. Describe your experience in dealing with bargaining units or labor groups.

- Coordinate activities with those of other City departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.

- Make presentations before the City Council and other boards, commissions and community organizations.

- Supervise and participate in the development and administration of the department budget; direct the forecast of additional funds needed for staffing, equipment materials, and supplies; monitor and approve expenditures; and implement midyear adjustments.

- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

- Maintain an active presence, while emphasizing sensitivity and appreciation of both political and public processes while displaying a willingness to meet with the community, business, professional and labor groups in an open, honest and constructive manner.

- Have a strong commitment to and value diversity in the Department and the City.

- Perform related duties as assigned.



Selection Criteria

Applicants whose experience and training most closely meet the needs of the city may be selected for further testing/interviews. Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued city employment.

Minimum Qualifications

Experience:

Eight years of increasingly responsible command and supervisory experience in an organized fire department, including three years of management responsibility at the battalion chief level or higher.

Education:

Requires a Bachelor's degree from an accredited college or university with major course work in fire science, fire management, public administration, or a closely related field.

Designation as Chief Fire Officer through the Office on Professional Credentialing from the Center for Public Safety Excellence is preferred.

Salary & Benefits

The city provides an outstanding comprehensive benefits package. Additional benefits include 14-27 paid vacation days per year (depending upon length of service); additional 56 hours of executive leave per year; 12 paid sick leave days per year; 12 paid holidays per year; health, dental, life, and vision care coverage plans; up to \$5,000 per year tuition reimbursement; and Public Safety Retirement System of the State of Arizona (PSPRS) and deferred compensation plans.

How To Apply

Applicants are required to submit a cover letter, resume including salary requirements and an e-mail address as well as the supplemental questionnaire which is available from the Human Resources office or can be downloaded from the City of Tempe website at www.tempe.gov/jobs. Recruitment Code: RC#300262

Submittals of materials must be sent to:

City of Tempe
Human Resources Division
20 East 6th Street
Tempe, AZ 85281

For further information on the City of Tempe or the Fire Chief position, please contact:

Lawrence LaVictoire,
Human Resources Administrator,
(480) 350-8277

Louis Telles,
Senior Human Resources Analyst,
(480) 350-8289

Tempe Fire Chief Recruitment



Opening Date:

Thursday, February 4, 2010

Closing Date:

Monday, March 22, 2010

Annual Salary Range:

Negotiable Upon Job Offer



The City of Tempe, Arizona is recruiting for Fire Chief. With an internationally accredited fire department, its members dedicate their efforts to provide for the safety and welfare of the public through preservation of life, health, property, and the environment.

The Community

With a population of over 165,000, Tempe encompasses nearly 40 square miles in the heart of the metropolitan area. Guided by progressive community leadership and responsible city management, Tempe has grown into a dynamic and sophisticated City.

Making Tempe a center of educational excellence, Arizona State University occupies 700 acres in the heart of the downtown area and has one of the country's largest enrollments of undergraduate and graduate students representing all 50 states and more than 100 countries. In addition to its extensive and high quality academic programs, ASU provides the community with a rich variety of cultural attractions.

The Culture

Tempe residents enjoy an unsurpassed quality of life, including diverse recreational and leisure opportunities. Residents also enjoy Tempe's various cultural and art activities at its many venues that include the Tempe Performing Arts Center, as well as events at the Grady Gammage Memorial Auditorium (designed by Frank Lloyd Wright), and the Nelson Fine Arts Center. In addition, the Tempe Center for the Arts is a new modern cultural and art facility on the Tempe Town Lake. Moreover, Downtown Tempe's Mill Avenue and the Tempe Beach Park host a variety of festivals and events each year.



The Position

The role of the Fire Chief is to provide administrative leadership and direction for the Fire Department; to prepare the Department for future development and the community's needs through appropriate new technologies, performance standards, procedures and processes to operate at a level of peak effectiveness to ensure safety and efficiency.

The Tempe Fire Department is a highly professional career fire department. Fire Department services include emergency medical (both basic and advanced life support), fire suppression, hazardous materials response, fire prevention, public education, and organization-wide disaster preparedness activities. Tempe's six fire stations house eight engine companies, two ladder companies, one scene support and one battalion chief. Each of the ladder and engine companies are constantly staffed around the clock with four firefighters. All firefighters are certified emergency medical technicians and hazardous materials "First Responders." Several personnel are additionally certified as hazardous materials technicians and are assigned to Station #2 where our hazardous materials response van is located and equipped with the necessary equipment to respond to advanced level hazardous materials emergencies.

In 2008 we responded to a total of 18,873 calls; 2,414 fires, 15,191 emergency medical calls, 213 special operations calls, and 1,055 other emergency responses. Currently our average emergency response time is 5 minutes 32 seconds (from dispatch to arrival). All lighted intersections are equipped with traffic signal preemption, which allows fire vehicles to control traffic signals during emergency response. Our department, in conjunction with Phoenix Fire Department, utilizes GPS that allows us to dispatch the closest unit to an incident. This technology pinpoints fire trucks to within ten feet of their actual location, thereby providing the quickest response to citizens in our system.

Tempe Fire Department is proud of their public/private partnership with Arizona Public Service Company (APS), an electrical utility company, which enabled the construction of a state-of-the-art fire training center on the grounds of the Ocotillo Power Plant. Special features of the training center include a classroom/office building; two-story burn building which produces non-toxic artificial smoke and uses a natural gas heat simulator; four-story training tower with moveable walls; drafting pit for pumper testing and apparatus operator training; driver training course with skid pad; trench rescue and confined space rescue props; roof ventilation props - both pitched and flat roofs; automobile accident extrication area; electrical props including both ground and pole-mounted transformers; and liquid petroleum gas and natural gas training props.

Duties include but are not limited to:

- Advise the City Manager, Mayor, City Council, and the community on matters of fire prevention and suppression, fire and life safety education, emergency medical services, hazardous materials mitigation, disaster risk reduction and response and technical rescue.
- Plan for the maintenance and development of the Department as a key service provider in impacting the quality of life for people in the Community through long range plans, yearly and quarterly goals and objectives, strong budget management and on going management reports.
- Maintain a cooperative and collaborative relationship with Department membership and the labor/management process with the leadership and membership of Local 493 of the International Association of Firefighters.
- Respond to emergencies as appropriate to evaluate service delivery and provide support.
- Direct City disaster preparedness and response plans and activities.
- Represent the City in appropriate local, regional, state and federal activities related to Department and City operations and welfare.
- Provide leadership and direction in planning and prioritizing tasks, strategic planning initiatives, and upholding the City's stated mission and values.
- Lead the City Manager's initiative to provide focused learning experiences and resources to improve performance and maximize leadership in the workplace.
- Administer and direct comprehensive programs; formulate and recommend policies, regulations and practices for carrying out the program; consult with and advise the City staff to coordinate the various phases of the policies, practices, ordinances and resolutions.
- Direct and participate in meetings with vendors, contractors, and consultants regarding the administration of work and/or contracts.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Confer, advise and/or direct division heads on problems relating to activities within their division.
- Facilitate the resolution of employee relation issues as well as represent the City in matters of concern to associations representing City employees.
- Advise and assist the City Manager, department management, and employees in a variety of work related matters including the interpretation and application of policies and processes.
- Direct, oversee and participate in the development of the department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.



Optional Employment Data Record

Completing ethnicity, gender, age and disability information is **OPTIONAL**; it is used for statistical reporting purposes only. It is **NOT** disclosed to the hiring department.

Position Applied for: _____ RC#: _____

Name: _____ Date: _____
Last First

Gender: Female Male

Disabled: Yes No

Ethnic Group:

White

Black

Hispanic

Asian

American Indian

Other

Age Group:

16 and under

17 – 20

21 – 29

30 – 39

40 +

Highest grade completed: _____

How did you hear about this position: _____

HOW TO APPLY

APPLICATION PACKETS MUST BE RECEIVED BY 5:00 P.M. ON THE POSTED CLOSING DATE.

Application packets include:

- Cover letter
- Resume
- Supplemental Questionnaire (Part I & II)
- Optional Employment Data Record

Application packets can be submitted in the following ways:

- By Mail
- By email: jobs@tempe.gov
- Walk In - Applications are accepted between the hours of 7:30 a.m. to 5:00 p.m., Monday through Friday
- 24 Hour Drop Box - The drop box is located on the outside of the Human Resources building on 6th Street.
- **Faxes will not be accepted.**

Our address is:

City of Tempe
Human Resources Department
20 E 6th Street
Tempe, AZ 85281

Questions:

Please call (480) 350-8276